

Durham Civic Center Authority Meeting Minutes

Tuesday, April 17, 2007

8:00am

The meeting was called to order at 8:00am with the following members present/absent:

Present: George Stanziale, Patrick Byker and Rob VanDewoestine and Angie Elkins.

Absent: (excused) Rod Abraham.

Introduction of Al Bass, Jr. Authority replacement for City of Durham (mayor appointee)

Ed Stewart

Owner's representation: Karmisha Wallace, Heidi York, Sharon DeShazo and Shelia

Huggins

Management Company present: Ken Lile, Bob Spraker, Yvonne Patton, and Dave

Messinger

Motion of approval for March 20, 2007 minutes moved by Mr. Stanziale, seconded by Mr. Byker voted and agreed upon by all.

Action Items

- The board would like to request a formal written assessment from a professional mechanical engineer referencing present safety conditions of Civic Center assets deemed unsafe by the Management Company and noted as primary priority for replacement. After the assessment is completed; as approved by the board – the Owners will present to the City and County Managers for immediate funding sources.
- To facilitate this process, Dave Messinger, Shaner controller will compose an all-inclusive list (as discussed above) of all Civic Center requests that remain unfunded via Capital and operating budgets and deemed unsafe/unhealthy.
- A motion was approved to move forward with a budget amendment for 2006/07 fiscal year expenditures from 2,869,994 to 3,147,000; with proper explanation provided, and a motion that the board will continue to monitor expenses - was moved by Angie Elkins, seconded by Patrick Byker, voted on and approved by all. Mr. Messinger is charged with providing proper explanation referencing an increase in expenditures from 3.1 to 3.5 on items needing immediate funding at the Civic Center - \$120,500 is an addition to the 3.1million.
- Heidi York, Assistant County Manager will contact the only Durham County applicant currently interested in serving on the Durham Civic Center Authority. The board would like additional information regarding his interests, and review of his qualifications as established by the board. Ms. York will contact the board via email with results.
- Mr. Stanziale made a proposal for a regular meeting to convene with representation from each of the three entities to discuss parking events, issues and resolutions.

Meeting Details

- Mr. VanDewoestine, Authority chair forwarded a letter to Mayor Bell quantifying business at the Civic Center.
- Management Company reported success of Full Frame Festival which secured more than \$38,000 in revenues for the Civic Center. The Management Company would like an improved communication mechanism in place to intercept emergency parking issues. Ms. York will serve as direct contact on any parking issues referencing the one-hour parking lot owned by the County of Durham and will provide clarity on direction.
- Mr. Lile stated Shaner has a plan to upgrade ceramic tile in the lobby within the next two years. As a result, a discussion was lead in tile replacement's removal from the capital request.
- Mr. Messinger reported on March Civic Center financials. Revenues came in at \$283,863.38 giving a 53% increase over February revenues. Total revenue forecast for the 2006/07 fiscal year increased from \$1,957,952 to \$2,423,535 reducing the total subsidy to reflect \$723,437 better than budget. The April maintenance and repairs line item will reflect roof repair (\$10,500) and ceiling tile spot replacement (\$4,166.80) extracted from this fiscal year. Mr. Messinger presented a list of items, needing additional funding - \$120,000. These items include roof repair (\$10,500); Loading Dock Safety and Security Doors (\$41,500); Plumbing repairs to chiller water supply lines (\$1,500); Water Valve Replacement (\$5,000); Automatic doors to the banquet hallway (\$30,000); and Pressure Wash Civic Center external facility (\$30,000). A request for a budget amendment was forwarded to Owner's representative on February 26 to amend the 2006-2007 budgeted expenditures from 2,869,994 to 3,100,000 an increase of the gross budget. The board approved this request.
- Ms. Patton gave a sales update to reflect total banquet revenue \$50,689.99 over budget. Actual revenue was 122% of budget and 98% of forecast. Sales activity shows we are booking at a slightly higher rate though revenues are down. Leads analysis is a new activity included in the Management Company report. Business on the books increased by \$848,302 due to definite March group bookings.
- The budget update reflects the City and County Managers agreement to an \$885,000 subsidy as reported by Ms. Wallace.
- A Durham Civic Center – Improvements Summary as prepared by Brian Conklin, General Services that breaks out current CIP spending sources. Bond funding \$1,952,500; ADA Upgrades - \$66,880; Exhibit Hall - \$403,500; General Services Capital Improvement list - \$5,652,848 (which does not include 1.9 million in current bond funding) The board needs clarity on the buildup of the 5.6 million; and Shaner's original CIP request presented to the City of Durham - \$133,930. The Owners are charged with updating this list and include author and date.
- Ms. York distributed a schedule for Durham Civic Center renovations as agreed upon by all stakeholders. Conversion of Exhibit Hall A, B, and C – December 31, 2007 through March 31, 2008; Renovation of Ballrooms 103 and 104 – April 8, 2008 through May 29, 2008; Renovation of Ballrooms 101 and 102 – June 1, 2008 through July 28, 2008; and Plaza Renovations – January 1, 2008 through February 28, 2008. The Owners acknowledge that the HVAC portion of this work is not currently included in this phasing schedule.

Agenda for next meeting

- County Authority board appointee update
- Capital construction update
- Joint City-County meeting